

Office of Congressman John P. Sarbanes

Intern Guidelines

Congressman John Sarbanes office is seeking interns to work with the District and Washington DC staff performing constituent, outreach and legislative work.

Serving as an intern in a Congressional office is an exciting opportunity. You will be provided with first hand experiences and will gain invaluable insight into the legislative process, the importance of casework and the value of Constituent and Community outreach.

You will also complete a variety of additional tasks, including:

INTERN DUTIES:

- Assist all staff as needed
- Answer the phones as needed
- Distribute mail as needed
- Enter data into IQ constituent management system
- Return calls for staff members as needed
- Copy, fax and file as needed
- Enter information/track cases in IQ for staff members as needed
- Assist with press duties
- Develop and update reference lists as needed
- Work on long term projects
- Perform various other support staff duties as needed

POSSIBLE ADDITIONAL OPPORTUNITIES:

- Sitting in on Staff Meetings
- Attending events outside the office with a staff member
- Sitting in with a staff members meeting with a constituent
- Representing the office at an Outreach venue
- Sitting in on a meeting with the Congressman
- Attending an event with the Congressman outside the office
- Having an opportunity to participate in an organized event/festival

You will have the chance to witness a vote if the House is in session, tour the Capitol and have your picture taken with the Congressman.

Please send your resume and cover letter to employment@mail.house.gov. The Congressman's Website is www.sarbanes.house.gov. If you have further questions, please call Monica Henderson at 410-832-8890.